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MEMORANDUM FOR: CHIEF, PLACEMENT DIVISION

SUBJECT : ANNUAL REPORT OF ASB/PD

25X9 The Applicant Selection Branch reviewed over [redacted]
25X9 files and nearly [redacted] in FY68. (RD took over resumes in
April.) In addition, many of these files were again reviewed from
3 to 5 times in efforts to affect placement or to finally arrive at
a decision to reject.

25X9 From these files, a total of [redacted] security initiations resulted.

The number of people using the Skills Bank to review and request
files began to diminish as Components became more aware of real or
imagined ceiling restrictions. With fewer requests for files and many
highly qualified applicants available, the "shopping" technique assumed
more importance. Although this is necessary in order to insure that
qualified applicants get utmost exposure and chance of placement, it
defeats the purpose of the Skills Bank. The thinking of the Components
seems to be - 'why go to the Skills Bank when files will be sent to me'.
In times of many openings and strong competition, the Skills Bank works
well.

There is no question but that the Agency was over-supplied with well
qualified applicants in every category during the year. We experienced
expressions of no interest in some electronic engineers, photo scientists,
and photogrammetrists and many other backgrounds as well as cancellations
of fully cleared applicants in many categories including PhD chemical
engineers, area specialists and CT's. It was a tough year for applicants.

The work load began to build up in the fall and remained steadily
heavy with few slack periods until June, which is somewhat predictable.
During the December to May period, the branch personnel were usually able
to keep up with the work load even though pressure and small back lags
did build up at times. The Skills Bank traffic especially seemed never
to slacken and was all that two people could handle. The seasonable
respite of June was welcome, but we are watching all functions to insure
distribution of work loads and that there is not too much slack.

25X1A9a Upon the transfer of Mr. [redacted] I became Chief of ASB on
25X1A9a 3 July 1967, and was the only person to review files as well as carry
25X1A9a out the other duties until [redacted] joined us on 28 July. [redacted] 5X1A9a
[redacted] became the third member of this team in October.

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We lost two processing assistants in September but were fortunate in getting excellent replacements in time to have a short overlap. [redacted] left to go to college and were replaced by [redacted] replaced [redacted] in the Skills Bank in October and was replaced by [redacted] in June when Marjorie went to the Office of Security.

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We were able to get nine promotions during the year,--two of them to [redacted] our new Bank clerk who joined us in September, (GS 3-4-5).

In summary, it was a busy year with an over-abundance of qualified applicants, the usual and not-so-usual problems with applicants and operating components, adjustment in Medical and Security appointments scheduling, and a fairly large number of Special Interest Cases requiring extra and expeditious handling.

The new personnel learned their duties and performed their functions well. With the experience acquired during the past months, we look for increased efficiency during the next fiscal year.

[redacted signature block]

CHIEF/ASB

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